

STATEMENT OF WORK

TITLE: Support for EPA Proposed Rule on “Strengthening Transparency in Regulatory Science” Management and response Support for EPA Docket Comments.

CONTRACT NO.: EP-D-14-033, Work Assignment 4-05

PERIOD OF PERFORMANCE: Time of Award – September 30, 2019

WORK ASSIGNMENT MANAGER (WAM):

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BACKGROUND

On April 30, 2018, the U.S. Environmental Protection Agency (EPA) published a Notice of Proposed Rulemaking in the Federal Register titled ***Strengthening Transparency in Regulatory Science***. [EPA-HQ-OA-2018-0259; FRL-9977-40-ORD]. The proposed regulation is intended to strengthen the transparency of EPA regulatory science. The proposed regulation provides that when EPA develops regulations, it should ensure that the data underlying the regulation are publicly available in a manner sufficient for independent validation. EPA solicited comments on this proposal up through August 16, 2018. In addition, a public hearing to solicit public testimony on this proposed rule was held conducted on July 17, 2018.

PURPOSE AND SCOPE

The purpose and scope of this Statement of Work is for the contractor to provide technical support to EPA in sifting, analyzing, organizing, and summarizing public comments received in the EPA Docket and managing the public hearing. To prepare the deliverables, EPA anticipates that the contractor staff will familiarize themselves with the public comments in the EPA docket and review and consider all comments and any other relevant information provided by EPA to the contractor to help with the development of a comment response document, and support in developing a final agency product.

Task 1: Prepare Work Plan

The Contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The Contractor shall provide a work plan outlining the approach, resources, timeline, and estimated costs for all tasks listed below. Estimates of costs and hours shall be presented by task, professional staff level and estimated month of completion. The Work Assignment Manager (WAM) will review the work plan and will request revisions and or changes as needed. If necessary, the Contractor shall incorporate EPA comments into the final work plan.

Task 2: Support with Organization and Review of Public Comments and Development of a Comment Response Document

The contractor will excerpt the comments, including from the July 17, 2018 public hearing and all other comments submitted to the docket, and organize them based on a detailed outline provided by EPA. The contractor will revisit the detailed outline with EPA to revise it if needed, if categories of comment not identified in the detailed outline are raised in the comments. The contractor will organize the excerpted comment using a template for comments consisting of: comment excerpt number; comment letter ID; document ID; identity of organization that submitted the comment; outline section from the detailed outline provided by EPA; and comment excerpt. The contractor shall excerpt and organize, as described above, Level 1 comments and complete the Quality Assurance (QA) of the Level 1 comments. The contractor shall excerpt and organize, as described above, the Level 2 comments and complete the QA of the Level 2 comments. The contractor shall summarize Level 3 comments. The contractor will provide a count of all Level 3 comments by sponsoring organization, if possible.

The contractor shall provide the WAM with draft summaries of the status of excerpted comments for individual detailed outline levels in the order identified by EPA.

The contractor will assist EPA in the summarization of comments of comments by outline level. The contractor will assist EPA in the distribution of comments to EPA reviewers for the drafting of responses. The contractor will support EPA in tracking the comment distribution and the initial development of comment summaries and responses. The contractor will support EPA's development of responses by data gathering and conducting technical analyses. The contractor will support EPA in distributing and tracking the initial drafts of comment summaries and responses to OGC and other secondary reviewers. The contractor will support EPA in collecting the comment summaries and responses and developing the response to comments document. The contractor will support EPA in docketing any information used by EPA in developing responses to comments.

Task 3: Support for the Development of any Supplemental and Final Actions and Docket Support

The contractor shall support EPA by preparing information that can be used to support the development of the final action, and/or any guidance or policy that would be developed, as appropriate.

Specifically, 1) the contractor will provide support to EPA in the development of any supplemental proposed rules, or Federal Register notices of availability. This shall include support on the reference section of the Federal Register notice and obtaining and organizing materials to be placed in the docket; and

2) the contractor will provide support to EPA in the development of the final rule. This shall include support on the docket. This shall include support on the reference section of the Federal Register notice and obtaining and organizing materials to be placed in the docket.

SCHEDULE OF DELIVERABLES

Task Number and Deliverable	Schedule
Task 1: Prepare Work plan and cost estimate	Within 20 days of initiating WA
Task 2: Comment Excerpting, Organization and Templating	
<ul style="list-style-type: none"> Draft summaries of the status of excerpted comments for individual detailed outline levels in the order identified by EPA. Excerpting and organization of Level 1 and Level 2 comments Summarization of Level 3 comments and identification of organizers of mass campaigns Draft Comment Response Document Final Comment Response Document 	<p>TBD, under the direction of the WAM</p> <p>October 4, 2018 October 15, 2018</p> <p>TBD, under the direction of the WAM TBD, under the direction of the WAM TBD, under the direction of the WAM</p>
Task 3: Support for Final Action	<p>TBD, under the direction of the WAM</p> <p>Other deliverables due to the WAM based on the volume of comments received</p>